



*Minnesota Board of Cosmetologist Examiners*

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## Foreign Endorsement or Transfer Operator License Application

Complete this application if you have received training or have been licensed in another country.

Instructor and manager licenses are not eligible for endorsement.

### The following must be submitted for your application to be processed:

ALL foreign documents must be translated into English by a BCE-accepted translator or interpreter. See the attached list for acceptable translation resources. A copy of the document in its original language must accompany the translation.

○ **Completed Application**

○ **Fee: \$139.00**

Checks or money orders must be made payable to "BCE".

○ **Cosmetology training transcript**

The transcript must verify which disciplines were covered in training and:

- 1550 school hours for a cosmetologist
- 600 school hours for an esthetician
- 350 school hours for a nail technician

If your transcript indicates fewer hours, you must complete the remaining required training at a Minnesota cosmetology school and provide certification from the school.

○ **Experience Verification Form or Refresher Course Certification**

You must have at least 1800 hours of work experience in your discipline within the past three years and complete the Experience Verification Form on page 3. If you do not meet this requirement, you must complete a MN refresher course of 155 hours for a cosmetologist, 60 hours for an esthetician, or 35 hours for a nail technician and attach a certification of skills.

○ **Original passing results from the General Examination**

You must take and pass the General Exam and attach the original passing results to this application. Exam results are valid for one year. Call Pearson Vue at 1(877)538-3417 for exam scheduling.

○ **Original passing results from the Minnesota State Laws & Rules Examination**

You must take and pass the MN State Laws & Rules Exam and attach the original passing results to this application. Exam results are valid for one year. Call Pearson Vue at 1(877)538-3417 for exam scheduling.

○ **High School/GED Diploma or Transcript (copy)**

○ **If you have also been licensed in the United States, complete the following step:**

Contact each state's Board to have a Letter of License Verification mailed directly to the BCE office. These letters are valid for 90 days and will certify the status of your license, required training hours, exams passed, length of licensure, etc. If your letter verifies you have passed a national or general theory exam, you will not need to take the General Exam here.

4/2014

### Applicant Information

Social Security Number		Date of Birth	
First Name	Middle Initial	Last Name	
Residential Address			
City		State	Zip Code
Email Address		Phone Number	

For Office Use Only

Staff Initials: _____	Check/MO/ Receipt Number: _____	Amount Paid: _____
Application Number: _____	License Number: _____	Date Processed: _____

## Current License Information

Select your type of license below.

☐ Cosmetologist    
 ☐ Esthetician    
 ☐ Nail Technician

If you are licensed in another state or country, complete the fields below.

If your country does not issue a license, please check this box: ☐

Current Place of Licensure:	
License Type:	
Current License Number:	
Original License Date:	
License Expiration Date:	

## Education Information

Name of Cosmetology School Attended  <hr/> Address of School  <hr/> School Phone Number, Email, Website	Select ALL disciplines covered in your training:  <div style="margin-left: 20px;"> <input type="radio"/> Hair care  <input type="radio"/> Skin care  <input type="radio"/> Nail care         </div> <p style="font-size: small; margin-top: 10px;">Note: If you are applying for a cosmetologist license, but do not have training in all three disciplines, please contact the BCE.</p> <div style="margin-top: 10px;">           Date Course Completed:  <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border-bottom: 1px solid black; width: 100px; text-align: center;">Month</div> <div style="border-bottom: 1px solid black; width: 100px; text-align: center;">Year</div> </div> </div>
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## Additional Applicant Information

1. List all states or countries in which you have held a cosmetology license. For each state or country, list the license type.  <hr/>	
2. Have you ever been the subject of any inquiry or investigation by any division of the Board of Cosmetologist Examiners, or Office of the Attorney General? <i>If yes, attach a detailed and signed explanation with copies of all letters of inquiry and resolution.</i>	<input type="radio"/> Yes <input type="radio"/> No
3. Have you ever held a cosmetology license which has been censured, suspended, revoked, canceled, terminated or been subject to any type of administrative or disciplinary action in any state including Minnesota? <i>If yes, you must attach the following:</i> <div style="margin-left: 20px;"> <input type="radio"/> A detailed and signed explanation identifying the type of license and the circumstances of each incident.  <input type="radio"/> A copy of the Notice of Hearing or other document that states the charges and allegations.  <input type="radio"/> A copy of the official document which establishes the resolution of the charges or any final judgment.         </div>	<input type="radio"/> Yes <input type="radio"/> No
4. Have you been notified by the Commissioner of Revenue, pursuant to Minnesota Statutes, Section 270C.72, that you currently owe the State of Minnesota any delinquent taxes? <i>If yes, attach a detailed and signed explanation with documentation from the Department of Revenue showing the debt has been paid in full or an approved payment plan is in process.</i>	<input type="radio"/> Yes <input type="radio"/> No

## **Experience Verification Form**

Complete this form to show 1800 hours of work experience in your discipline within the last three years. If you do not meet this work experience requirement, you must complete a refresher course of 155 hours for a cosmetologist, 60 hours for an esthetician, or 35 hours for a nail technician at a Minnesota cosmetology school and attach a certification of skills.

**Total hours worked in the past three years from the date of this application:** \_\_\_\_\_

Salon Name	Owner/Manager Name	Salon License Number
Salon Address		Salon Phone Number
City	State/Country	Zip Code
Average Hours Worked Per Week	Employment Start Date	Employment End Date

Salon Name	Owner/Manager Name	Salon License Number
Salon Address		Salon Phone Number
City	State/Country	Zip Code
Average Hours Worked Per Week	Employment Start Date	Employment End Date

Salon Name	Owner/Manager Name	Salon License Number
Salon Address		Salon Phone Number
City	State/Country	Zip Code
Average Hours Worked Per Week	Employment Start Date	Employment End Date

## **Licensee Responsibility**

### **Renewals**

- All individual licenses expire on the last day of the individual's birth month in the third year of the license cycle.
- If you fail to renew on or before the license expiration date, your license will expire and be invalid. Additional renewal fees will apply if you fail to submit a complete and accurate renewal before your license expires. It is your responsibility as a licensee to renew your license on time.

### **Change of Name or Address**

- If you change your name, you must notify the BCE within 30 days by submitting a Name Change Form with legal name change documentation.
- You must inform the BCE of an address change within 30 days. This update can be made online.

### **Current License Verification**

- It is your obligation to ensure the salon you work in has a current license and that your individual license is also current and active. You can check a license status on the BCE website using the License Lookup.

### **Cosmetology Laws and Rules**

- Cosmetology law and rule books are available for purchase from Minnesota's Bookstore. Please call (651)297-3000 or visit [www.leg.state.mn.us](http://www.leg.state.mn.us) to order. The laws and rules may also be viewed on the BCE website.

## **Certification of Applicant**

I attest that the information submitted with this application is true and correct. Further, this document has not been altered or changed in any manner from the form adopted by the Board of Cosmetologist Examiners.

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Signature of Applicant

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Date

**Application processing may take up to 15 business days.**

The data which you furnish on this application will be used by the BCE to assess your qualifications for licensure. Disclosure of this information is voluntary. You are not legally required to provide this data, however if you fail to do so, the BCE may be unable to process this application. Disclosure of your Social Security number is required by Minnesota Statutes 270C.72 and your Social Security number may be requested by and released to the Minnesota Commissioner of Revenue. Then BCE may use your Social Security Number for revenue recapture as authorized by Minnesota Statutes, Chapter 270A. After issuance of a license, all information contained in this application, except your Social Security Number, will be public information pursuant to Minnesota Statutes, Chapter 13.

Pursuant to Minnesota Statutes 604.113 and 609.535 the BCE is authorized to charge a service charge of \$30.00 for any check that is returned for non-sufficient funds.

## **Board Accepted Translation Resources**

All foreign documents must be translated into English by a translator or interpreter who is approved by one of the following organizations. You must submit copies of these documents in their original foreign language along with the English translations.

### **Minnesota Court Interpreter Roster**

Both “certified” and “non-certified” interpreters from this roster are accepted.

[www.mncourts.gov/FindInterpreters](http://www.mncourts.gov/FindInterpreters)

### **American Translators Association**

[www.atanet.org](http://www.atanet.org)

### **Association of International Credential Evaluators**

[www.aice-eval.org](http://www.aice-eval.org)